

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Batch Plants Mechanic Foreman	3. Salary Level: L11-10	4. Division: Civil Engineering Unit
5. Reports To: Senior Civil Engineer	6. Direct Reports: Site Engineer	
Primary Objective of the Position: To manage and maintain mixing plants such as Asphalt and Concrete Batch machines to ensure good serviceability for civil infrastructures development.		

7. Position Overview	
<p>9. Financial: NIL</p>	<p>10 Legal: Kiribati National Conditions of Service 2012 Traffic Act 2006 Civil Aviation Regulations Occupation Health and Safety</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Supervisor • Colleague <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Externally request of technical advices and assistance • Request on funding support on to order parts • Complexity of fixing the batch plants 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Other Ministries • Public Servants • Rural Servants <p>To be referred to Manager Proposal and Funding support</p>

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Office Activities	<ol style="list-style-type: none"> 1. Provide inspection machines report on weekly basis. 2. Create batch plants database for life servicing record for better monitoring 3. Provide list of parts that are frequent to order 4. Reviewed machines part order for MISE on heavy plants. 	Recurrent activities manage to achieve on timely basis
Field Activities	<ol style="list-style-type: none"> 5. Responsible for the oversight of work performed on all Batch Plant equipment. 6. Ensure subordinate are work with their utmost capability to achieve a quality standard workmanship with observing maximum safety procedures. 7. Read electrical schematics and blueprints to perform repairs, installs and replacements on mechanical batch equipment 8. Service batch plants on monthly basis to ensure good serviceability. 	Weekly basis activities.
Supervision	<ol style="list-style-type: none"> 9. Monitor the used of machines tools 10. Provide training exercise to mechanics 11. Ensure batch plants are well maintained and services by mechanics. 	Successful completion of infrastructure construction and safekeeping of exiting infrastructures

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10. Key Challenges	11. Selection Criteria
<p>1) Able to liaise with staff to encourage them to work to their best of their capability.</p> <p>2) Limited spare parts materials locally, where modification of spare parts to ensure machines operational is the only option.</p> <p>3) Proactive to know when the plants are about to fail</p>	<p>11.1 PQR (Position Qualification Requirement):</p> <ul style="list-style-type: none">• Education: A degree in Mechanical Engineering, industrial maintenance, or a related field is often preferred. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Diploma in Mechanical Engineering, industrial maintenance, or a related field is often preferred with 1 year of experience in a relevant field <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• KIT Certificate III in Automotive Engineering or Equivalent with 3 years of working experience on batch plants <p>Experience:</p> <p>Job Training: To be trained on job</p> <p>Prerequisite: NIL</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">• Coherent with appropriate standards• English Language• Customer Services• Education and Training

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	<p>2. Skills:</p> <ul style="list-style-type: none">• Active listening• Critical thinking• Report writing• Advance in engineering solving problem• Well Communicate• Advanced using the inspection tools• Advance in Microsoft Project, Excel and Work <p>3. Attributes</p> <ul style="list-style-type: none">• Concern for others• Understand key of moral ethics• Self Control• Integrity• Team work
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